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ABSTRACT

The Northern Region Education Group conducted a comprehensive survey of the needs and resources for adult continuing education in the North Country, consisting of St. Lawrence, Franklin, Lewis, and Jefferson Counties of New York State. Detailed institutional profiles were attempted of all the providers of such services, notably the nine colleges and six technical institutions. Data were gathered regarding the needs of the region by various personal and telephone interview techniques and written questionnaires directed toward students, businessmen, health service institutions, library personnel, Indians, military personnel, educators, social workers, etc. Copies of the questionnaires and other instruments used in the survey are provided in this report. (LBH)

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Adult Continuing Education

Survey Instruments and Questionnaires

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ASSOCIATED COLLEGES OF THE ST. LAWRENCE VALLEY

ADULT CONTINUING EDUCATION

INSTRUMENTS AND QUESTIONNAIRES

FOR REGIONAL SURVEY OF

NEEDS AND RESOURCES

by

JOSEPH M. CORREA

and

LINDA J. SWANSON

Northern Region Postsecondary Education Group

Associated Colleges of the St. Lawrence Valley

Potsdam, New York

13676

INTRODUCTION

The Northern Region Education Group with the help of federal grants provided under the Title I, Higher Education Act of 1965, conducted a comprehensive survey of the needs and resources for adult continuing education in the North Country consisting of St. Lawrence, Franklin, Lewis and Jefferson counties of New York State.

In order to assess the resources available for adult continuing education detailed institutional profiles were attempted of all the providers of such services. The principal providers of educational services were the 9 colleges and the 6 technical institutions of the BOCES. A survey of the newspapers of the region indicated a large number of informal sources of educational programs for adults such as conducted by yachting clubs, hiking groups, Red Cross and the like. Furthermore the newspaper surveys also indicated that church groups, the libraries and the museums are also very active in providing adult programs which could be labeled educational. For the purposes of our study institutional profiles were made only of the formal educational institutions offering post-secondary programs for adults. The following processes were used in collecting the required data for preparation of the institutional profiles:

1. Survey of the catalogues and other published materials of the institutions.
2. Studies and reports made of the institution in the past.
3. HEGIS and other such formal reports of the institution.
4. Registrars' Records on registrations, graduations etc.
5. Budgetary information.
6. Personal interviews with the chief administrators, some faculty members, select sample of students and staff personnel.
7. Survey of Students.
8. Interview with the Director of Continuing Education.

For the purposes of a uniform data collection system several questions and formats were decided upon which we have put together in the section "survey of providers".

Dr. George Nolfi from the University Consultants, Inc., had been retained as a consultant at the early stages of the research project. The questionnaires and some of the interview procedures adopted to survey the Providers and prepare the

institutional profiles were taken from materials provided to us by Dr. Nolfi. We wish to acknowledge that though considerably modified the questionnaires originate in idea from Dr. George Nolfi.

The survey of the needs of the region was also undertaken using several methods.

1. A random sample of the general population was surveyed using a telephone interview.

2. A personal interview was conducted of a random sample of rural women to assess the needs of rural women.

This survey was conducted by Ms. Wyant who was a graduate student at Cornell University. The questionnaire used for the survey of rural women was mainly designed by Ms. Wyant with the help of NORPEG staff and her faculty advisors at Cornell.

3. A written questionnaire was used to survey the needs and attitudes of the adult continuing education students. The Student Questionnaire that was used is a modified questionnaire taken from "Strengthening the Alternative Postsecondary Education System: Continuing and Part-Time Study in Massachussetts" by George J. Nolfi and Valerie I. Nelson. Dr. George Nolfi had been retained as a consultant by NORPEG at the initial stages of the project.

4. A telephone interview was conducted of the needs of Businessmen in the community. Two weeks before the telephone calls were made the businessmen received a letter informing them of the forthcoming interview.

5. The hospitals, nursing homes and other health service institutions were surveyed with the use of 2 written questionnaires and some personal interviews. One of the Questionnaires was distributed to the administrators of the institutions to evaluate their assessment of the educational and training needs of the personnel and the second questionnaire was distributed to the personnel.

6. The Libraries were also surveyed with the use of 2 questionnaires: one for the administrators and the second for all personnel.

7. The industries were surveyed with the help of Ms. Doris Frazer, Director of the Technical Information Center at Clarkson College of Technology. She personally interviewed the Personnel Directors and some Labor Union Leaders of the industries surveyed. A written questionnaire was distributed to a select sample of workers and another one was distributed to the Personnel Directors.

8. A written questionnaire was distributed to the personnel at the St. Regis Mohawk Indian Reservation to survey the needs of the adults at the Reservation.

9. A written questionaire was prepared and distributed to the personnel at the Army and Air-force Base at Fort Drum.

10. Written Questionnaires were also prepared and distributed to the teachers and other personnel in the school districts. Parochial schools were also included in the survey.

11. Professionals and, para-professionals and other social-workers working in an advisory role for adults in the community were also surveyed with the use of a written questionnaire in order to assess the counseling services and needs of adults.

12. Three Questionnaires were prepared mainly by Ms. Gladys Santo of the Arts and Humanities Council of the St. Lawrence Valley to prepare an inventory of personnel and groups in the performing arts in the community.

We have had several requests for copies of the questionnaires and other instruments used in the survey of needs and resources of the region. Hence, this effort to collate all of them in one pamphlet.

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I. INSTITUTIONAL PROFILE (THE PROVIDERS)

NEW PROGRAMS PLANNED IN CONTINUING EDUCATION THROUGH THE YEAR 1980

(Use separate sheets for each program or degree.).....

Name of program.....

Type of program or degree.....

Estimated starting date.....

Location.....

Format of course.....

Describe the process of planning.....

What needs are to be met by this program?.....

How were these needs determined?.....

What is the targeted clientele?.....

CONTINUING EDUCATION PROGRAMS DISCONTINUED:

List the programs that have been terminated in the last five years. (Use separate sheets for each of the programs or courses).....

Name of program.....

Date of termination.....

Type of program or degree.....

The reasons for termination.....

Type of clientele served by program terminated.....

How long has this program been offered?.....

Who made the decision to terminate?.....

PLANNED MODIFICATIONS FOR PROGRAMS AND COURSES:

(Use separate sheet for each of the programs).....

Modification of existing programs implies that no new program or specific termination of the program is effected through the modification.

Name of program.....

Type of program.....

Typical clients served by the program.....

Planned changes.....

How will the change affect your clients?.....

Who proposed this (these) change?.....

What are the main reasons for the planned changes?.....

SUCCESSFUL PROGRAMS:

Identify the programs that you consider most successful....

(Use separate sheets for each of the programs).....

Name of program.....

Type of program.....

Typical clients served.....

Average enrollment.....

Reasons for success.....

What is the major factor in this success?.....

a. financial.....

b. enrollments.....

c. client satisfaction.....

d. increased enrollment.....

e. public relations.....

f. other.....(explain).....

UNSUCCESSFUL PROGRAMS:

Identify the programs that you consider least successful...

(Use separate sheets for each of the programs).....

Name of program.....

Typical clients served.....

Average enrollment.....

Reasons for lack of success.....

What are the major factors for the failure?.....

a. Financial.....

b. enrollments.....

c. client satisfaction.....

d. increased enrollment.....

e. public relations.....

f. other.....(explain).....

COURSES INTENDED SPECIFICALLY FOR SPECIAL OR NEW CLIENTELE

COURSE NAME	SUBJECT FIELD	SPECIFIC CLIENTELE	EXPECTED ENROLLMENT	LOCATION

COOPERATIVE AND JOINT PROGRAMS WITH OTHER PUBLIC AND PRIVATE INSTITUTIONS:

Name of program.....

Type of program.....

Name of institutions in cooperation.....

Budget contribution of your institution (%).....

Number of students involved.....

Source of faculty.....

Reason for cooperation.....

Advantages in cooperation.....

Problems in cooperation.....

Who initiated the program?.....

THE CLIENTELE IN CONTINUING EDUCATION:

Estimate the various sub-groups of the continuing education clientele your institution serves.....

What is their income levels?.....

Estimate the age distribution.....

What types of clients are best served by your programs? (Eg. 20% black women, 10% white blue collar males, 15% white middle aged unemployed industrial workers etc.).....

What types of clients are not well served by you now?.....

How do you assess local needs?.....

What needs are not being met?.....

What are the constraints in meeting those needs?.....

What type of clients are you best serving now?.....

Are all programs open to all those who apply? If not, why not?.....

What new programs would you like to offer?.....

What obstables prevent you from implementation?.....

How do you expect continuing education enrollments to change over the next few years?.....

What are the inhibiting factors for adults to enroll in your programs?.....

What is the average credit hour load for a continuing education student?.....

Estimate the drop out rate for continuing education students in your program.....

List the main reasons for the drop out.....

Estimate the percentage of your clients that go on to complete a degree program.....

Type of degree	Percentage
A.A.	
Bachelors or equivalent	
Masters or Equivalent	
Ph.D. or Equivalent	
Certificates	

ADMINISTRATION POLICY:

List the main requirements for the introduction of new programs.....

List the main requirements for the maintenance of existing programs.....

List the main prerequisites for the termination of programs.

Can students enrolled in (credit) continuing education programs enroll in regular daytime courses?.....

For each day of the week that Continuing Education classes are held, what are the hours during which courses are offered and what has been the average number of students in attendance in Fall 1974?

	Hours	Average number of students Fall, 1974
Monday - day		
evening		
Tuesday - day		
evening		
Wednesday - day		
evening		
Thursday - day		
evening		
Friday - day		
evening		
Saturday - day		
evening		
Sunday - day		
evening		

Give percentage and amounts of yearly operating budget for FY 73-74

Taxes or Other Public Source		Tuition		Grants and Endowments		Other (specify)	
%	Amount	$	Amount	%	Amount	%	Amount

Does a budgetary surplus result from the Continuing Education program each year? Please give amounts and use for the last five years.

	Total Operating Budget	Operating Surplus (Deficit)	Specify Source of Surplus and How it Was Used
1975 Projected			
1974			
1973			
1972			
1971			
1970			

Do you have any satellite or branch campus centers specifically set up for special Continuing Education efforts?

Name of Program and Purpose	Number of Students	Number of Courses	Date Started	Reason Started

What "competition" for your program exists in the form of other programs and institutions in your geographic area?

INVENTORY OF SPECIFIC CONTINUING EDUCATION REGULAR AND SPECIAL (CONFERENCE ETC.) COURSES PRESENTLY OFFERED IN SPRING '74 SUMMER ' 74 FALL '74

Course Title (org. by gen. sub. area.	Course Level					Type of Faculty Teaching Course	Location	# of students
	Low. Div.	Up. Div.	Grad.	Cr. Hrs.	Is Cr. Acceptable in Day Prog.			

RECORD OF CONTINUING EDUCATION PROGRAM

TRENDS IN ENROLLMENTS

Year	Head Count of Enrolled Students			
	Undergraduate		Graduate	
	M	F	M	F
Spring 1965 Summer 1965 Fall 1965 Total 1965				
Spring 1966 Summer 1966 Fall 1966 Total 1966				
Spring 1967 Summer 1967 Fall 1967 Total 1967				
Spring 1968 Summer 1968 Fall 1968 Total 1968				
Spring 1969 Summer 1969 Fall 1969 Total 1969				
Spring 1970 Summer 1970 Fall 1970 Total 1970				
Spring 1971 Summer 1971 Fall 1971 Total 1971				
Spring 1972 Summer 1972 Fall 1972 Total 1972				
Spring 1973 Summer 1973 Fall 1973 Total 1973				
Spring 1974 Summer 1974 Fall 1974 Total 1974				
Spring 1975 Summer 1975 Fall 1975 Total 1975				

INVENTORY OF USES OF EDUCATIONAL TECHNOLOGY IN COURSES AND SPECIAL PROGRAMS FOR CONTINUING EDUCATION STUDENTS

(1)	(2)	(3)	(4)
Name of Course Or Special Program	Type of Course Or Special Program	Location Where Offered	Write in Type of Educational Tech. Used

RECORD OF CONTINUING EDUCATION BUDGET GROWTH

TRENDS IN PROGRAMS AND BUDGETS

Year	Total All Registrations	Tot. Operating Budget	Tot. Collected Student Fees	Typical Course Fee
Spring 1965 Summer 1965 Fall 1965 Total 1965				
Spring 1966 Summer 1966 Fall 1966 Total 1966				
Spring 1967 Summer 1967 Fall 1967 Total 1967				
Spring 1968 Summer 1968 Fall 1968 Total 1968				
Spring 1969 Summer 1969 Fall 1969 Total 1969				
Spring 1970 Summer 1970 Fall 1970 Total 1970				
Spring 1971 Summer 1971 Fall 1971 Total 1971				
Spring 1972 Summer 1972 Fall 1972 Total 1972				
Spring 1973 Summer 1973 Fall 1973 Total 1973				
Spring 1974 Summer 1974 Fall 1974 Total 1974				
Spring 1975 Summer 1975 Fall 1975 Total 1975				

INFORMATION SYSTEMS – INVENTORY

Please list and enclose copies of any other questionnaires on Continuing Education and special programs you have completed in the last few years (e.g., HEGIS, NUEA-AUEC, Stanford Continuing Education Survey Report, Institutional Profiles, etc.)

Please list and attach copies of the registration form used for Continuing Education and Part-time Students and copies of any other forms used to record student information, course registration, etc. Also include copies of financial and management information forms and computer printouts relative to the part-time study programs (e.g., operating budget statement as you keep it).

If you ever gathered survey data on student socioeconomic characteristics, interest, reasons for taking courses, dissatisfactions, etc. or any related matters please describe and attach copies of instruments used and results obtained.

Indicate other consultant reports or studies concerning the Continuing education programs.

Please describe by name, purpose, membership, results to date any task forces or committee or other internal planning efforts underway which will affect the future of Continuing Education at your institution, and enclose copies of relevant documents.

TIME AND LOCATION OF CLASSES OFFERED

Please state all the locations and the hours when classes and programs are offered. Use separate sheets for each of the locations.

Day	Hours	Average No. Students
Monday -day		
evening		
Tuesday -day		
evening		
Wednesday -day		
evening		
Thursday -day		
evening		
Friday -day		
evening		
Saturday -day		
evening		
Sunday -day		
evening		

COMPETITION

State the other institutions that offer competitive programs in your geographic area of service.

LOCATION	COMPETING INSTITUTIONS	NO. OF PROGRAMS

BUDGET

	Total Operating Budget	Annual Surplus Or Deficit	Reasons For Surplus Or Deficit
1977 Projected			
1976			
1975			
1974			
1973			
1972			

BUDGET FOR SALARIES

State all the individual salaries of administrative and support staff in continuing education. (Exclude the personnel who are directly involved with instruction in actual teaching).

Full Time or Part Time	Positions	Annual Salary	Nature of Responsibilities	Location Of Work

EXTENSION CENTERS

Besides the main campus at what other locations are continuing education programs offered? (Include Extension Centers, Branch campuses and locations where courses are offered on a one time deal like church halls etc.).

Locations	No. of Courses or Programs	No. of Students	Date Started	Distance from Main Campus In Miles

STATE THE AVERAGE TUITION COSTS FOR THE CREDIT
NON-CREDIT PROGRAMS

FEE PER COURSE	NO OF CREDITS	NO. OF COURSES	TOTAL NO OF STUDENTS

FACULTY FOR CONTINUING ED

Do full time faculty members receive extra remuneration for teaching evening or other continuing education classes?

a. Credit . . . . . .
b. Non-credit . . . . . .

How many full time faculty members teach evening or other courses intended for continuing education students?

a. Credit . . . . . .
b. Non-credit . . . . . .

How many part-time faculty members teach courses for the continuing education students (evening courses and courses at extension centers)?

a. Credit . . . . . .
b. Non-credit . . . . . .

What is the average compensation paid for teaching part-time courses?

a. Credit . . . . . .
b. Non-credit . . . . . .

What is the compensation paid for travel to the extension centers? . . . . . .

RECRUITMENT

Indicate the ways in which continuing education programs are advertised. . . . . .

What is the annual advertising budget? . . . . . .

1975 . . . . . .

1974 . . . . . .

1973 . . . . . .

1972 . . . . . .

1971 . . . . . .

1970 . . . . . .

What special recruitment methods have been used to increase continuing education enrollments? . . . . . .

What are the admission policies for continuing education credit programs? . . . . . .

What special inducements in terms of wavers in requirements are provided for adults returning to school? . . . . . .

Are there any market research studies that are periodically conducted by you to assess community needs? . . . . . .

Do you have a community advisory group? . . . . . .

TRANSFER OF CREDITS

What is your institutions policy in accepting credits from other institutions? (State briefly) . . . . . .

Can part-time students transfer their credits into full-time programs? . . . . . .

How many part-time students transferred to full time during the last few years? . . . . . .

	From Your Institution		From Other Institutions	
	Applied	Total Accepted	Applied	Total Accepted
1975				
1974				
1973				
1972				
1971				
1970				

Who decides on policies and procedures for granting transfer of credits? . . . . . .

Are there any proficiency tests required or can be taken for transfer of credits? . . . . . .

Can credits be obtained for life experiences or work experience? If so, how? . . . . . .

Who supervises quality control for granting of credits for life experiences? (Faculty Senate etc.) . . . . . .

FINANCIAL AID AND COUNSELING AND OTHER SUPPORT SERVICES

Is Financial aid available to part-time students? . . . . . .

What kind of financial aid are part-time students eligible for?

What is the minimum number of credits that a student has to take in order to be eligible for financial aid? . . . . . .

How many part-time students are there that are subsidized by their employers as industry, armed services etc.? State the source of funding. . . . . .

What kind of pre-registration counseling in the form of academic and career guidance is available to the public? . .

What kind of counseling services are available to students in continuing education? . . . . . .

Are there special counselors who are sensitized or trained to deal with adults and the non-traditional student? . . . . .

Are there counselors and/or advisors who follow-up on the progress of part-time students? . . . . . .

What special services fo you provide explicitly for adults as child care services, senior citizens clubs etc.? . . . .

What programs and services exist to make the adult non-traditional student feel at home among the traditional young college students? . . . . . .

Is the Registration Office and the Cashiers Office etc. kept open at non-traditional hours for students in evening school who find it difficult to come to the campus during traditional office hours? . . . . . .

What is the attendance policy for continuing education students taking courses? . . . . . .

What is the drop-out rate for continuing education students?

What processes exist to follow-up on drop-outs? . . . . . .

What remedial education programs exist for continuing education students? . . . . . .

II. SURVEY OF COMMUNITY

SURVEY OF GENERAL POPULATION

TELEPHONE INTERVIEW

Hello, my name is _____. The interviewer will introduce himself and make the following points:

1. This is a survey.
2. We would like you to answer a few questions about educational needs for adults.
3. Your telephone number was randomly selected.
4. Your identity is not known to me.
5. Do you have time to answer a few questions?

Are there other adult members of your household who might be interested in continuing education programs?

Yes.....1
No.....2

1. Are you in school now?

Yes.....1
No.....2

2. Within the past two years, have you been enrolled in any kind of educational course or program especially set up for adults?

Yes.....1
No.....2

If NO, go to 7.

3. If YES, what courses or programs? Please list course and institution. _____

_____

4. Are you presently enrolled in any course specifically designed for adults?

Yes.....1
No.....2

5. If YES, what course(s)? Please list.

_____

_____

6. Are you employed?
Have any continuing education programs helped you in your job?

Yes.....1
No.....2

TELEPHONE INTERVIEW (continued)

7. On the job, have you ever participated in any special training programs related to your work?

   Yes.....1
   No.....2

8. If YES, what subjects were covered? Please list.

   _____

9. Have you thought of anything recently that you would like to know more about?

   Yes.....1
   No.....2

10. If YES, what did you have in mind? Please explain.

11. If you are taking courses or would like to do so, what would best describe your reasons?

   General information.....1
   Get a new job.....2
   Improve or advance in job.....3
   Community activity.....4
   Personal or family interests.....5
   Social or recreational interests.....6

12. Would you be interested in taking courses toward a diploma, degree or certificate?

   Yes.....1
   No.....2

13. If YES, which diploma, degree or certificate? Please specify. _____

14. Do the schools or extension services in your area offer the kinds of courses you are interested in?

   Yes.....1
   No.....2

15. If NO, what would you like to study that is not offered now? Please specify. _____

16. If you have had difficulty in taking advantage of educational programs, which of the following describes your reasons?

   Distance to travel.....1
   Registration requirements.....2
   Cost.....3
   Time of day programs are offered.....4
   Lack of spare time.....5

TELEPHONE INTERVIEW (concluded)

17. Have you ever watched or listened to a television or radio course?

Yes.....1
No.....2

18. If YES, which ones? _____

19. What courses would you like to be presented on radio or television? _____

_____

20. Are you familiar with the "Night Life" brochure?

Yes.....1
No.....2

21. If YES, has it been useful to you in any way?

Yes.....1
No.....2

February, 1975

TELEPHONE INTERVIEW

Interviewer _____

ANSWER SHEET

Question	Interviewee	Other Adult in Household
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		

February, 1975

Dear Sir:

The Northern Region Post-Secondary Continuing Education Group (NORPCEG), funded under Title I of the Higher Education Act of 1965, is trying to determine the educational needs of businessmen in Franklin, Jefferson, Lewis and St. Lawrence Counties to enable us to determine what the colleges and other agencies can do to better serve the business community.

In order to make the educational resources more available to the business community it is necessary for the colleges to know the needs and interests of the business community.

We would therefore like to know what your educational interests are in terms of creating programs that can be offered to you through course offerings, short conferences, workshops, seminars and weekend programs on subjects such as management techniques, administration, public relations, advertising, usage of computers and others. We hope to determine what the educational needs are and what the colleges and other educational agencies can contribute toward improving the availability of our resources to the business community. To accomplish this, we are planning to conduct telephone interviews of area businessmen.

Within the next few weeks you will be receiving a telephone call from one of our staff members. You will find enclosed a list of academic programs relevant to the business community. It will be very useful if you could take a moment to glance through this list and prepare a few pertinent suggestions for us.

Your cooperation will be very much appreciated. If you are interested in further information about the NORPCEG project, please contact me anytime.

Sincerely,

Joseph M. Correa
Project Director
NORPCEG

JMC/jj

BUSINESSMEN'S INTERESTS

BUSINESS, MANAGEMENT, AND SALES

Business and Commerce, General

Accounting and Bookkeeping

- Accounting Principles
- Accounting Systems
- Auditing
- Bookkeeping, General
- Bookkeeping, Machine
- Bookkeeping, Payroll
- Bookkeeping, Other
- Cost Accounting
- C.P.A. Review
- Data Processing Accounting
- Governmental and Institutional Accounting
- Intermediate and Advanced Accounting
- Payroll Accounting
- Secretarial Accounting
- Tax Accounting
- Accounting, Other

Advertising and Sales Promotion

- Advertising Principles
- Advertising Campaigns
- Advertising Copywriting
- Advertising Layout
- Advertising Media
- Advertising Production
- Direct-Mail Advertising
- Retail Advertising
- Retail Display and Sales Promotion
- Other Sales Promotion

Banking and Finance

Business Administration and Management

- Business Principles
- Business Organization and Management
- Office Management and Supervision
- Small Business Management

Business Arithmetic/Math.

Business Communications

- Business Correspondence
- Report Writing
- Other Business Communications

BUSINESSMEN'S INTERESTS (continued)

Business Economics

- Economics of Consumption
- Labor Economics
- Principles of Business Economics
- Other

Business Law

Business Machines

Hotel and Restaurant Management

Insurance and Risk

- Principles of Insurance
- Life Insurance
- Property and Casualty

Investments and Securities

International Business

Labor and Industrial Relations

Marketing and Purchasing

- Marketing Research
- Marketing Analysis
- Industrial Marketing
- International Marketing
- Principles of Marketing
- Purchasing

Operations Research

Personnel Management

- Employee Development
- Employment Practices
- Job Evaluation

Real Estate

- Real Estate Principles
- Real Estate Practices
- Real Estate Management
- Real Estate Law
- Real Estate Appraisal
- Real Estate Finance
- Real Estate Sales

BUSINESSMEN'S INTERESTS (concluded)

Retailing and Retailing Occupations

- Merchandise/Product Information
- Retail Buying
- Retail Display
- Retail Merchandising (Selling)
- Retail Salesmanship
- Retail Store Management
- Other Retail Trade

Salesmanship Principles

Secretarial Studies

- Shorthand
- Office Practice
- Typewriting

Transportation and Public Utilities

There are many ways in which people can learn. How would you want to learn in this area if you could do it any way you wanted?

Lectures or classes ____
Short conferences or workshops ____
Correspondence course ____
TV or video cassettes ____
Lessons from a private teacher ____
Radio, records, or audio cassettes ____
Discussion groups (informal study group) ____
Study on my own, no formal instruction ____
On-the-job training ____
Other, please specify _____

_____

Where would you prefer to go to learn? _____

Watertown
Lowville
Gouverneur
Ogdensburg
Canton
Potsdam
Malone
Massena

Saranac Lake

OTHER _____

BUSINESSMEN'S TELEPHONE INTERVIEW

Hello, my name is _____ and I'm doing a telephone survey of educational needs of businessmen in the area.

1. Did you receive our recent letter and course listing?
2. Do you have time to answer a few questions?

1. Are you presently enrolled in any course specifically designed to help you as a businessman?

   Yes.....1
   No.....2

2. If YES, what is the course? _____

   _____

3. In the last five years have you taken any continuing education courses that have helped you in improving your business?

   Yes.....1
   No.....2

4. If YES, what courses? _____

   Where did you take them? _____

5. From the list we sent you of business related subject areas, did you see anything that you might be interested in studying if you had the time and easy access to the programs?

   Yes.....1
   No.....2

6. If YES, what is it? _____

7. If you are taking courses or would like to do so, what would best describe your reasons?

   General information.....1
   Increase productivity in your business.....2
   Increase your knowledge in the area business administration.....3
   Community activity.....4
   Personal or family interests.....5

8. Have you thought of anything recently that you would like to know more about that wasn't on the list?

   Yes.....1
   No.....2

BUSINESSMEN'S TELEPHONE INTERVIEW (concluded)

9. If YES, what did you have in mind? _____

_____

10. Would you be interested in taking courses toward a diploma, degree or certificate?

Yes.....1
No.....2

11. If YES, which diploma, degree or certificate?

_____

12. Do the schools or extension services in your area offer the kinds of courses you are interested in?

Yes.....1
No.....2

13. If NO, what would you like to study that is not offered now? Please specify. _____

14. If you have had difficulty in taking advantage of educational programs, which of the following describes your reasons?

Distance to travel.....1
Registration requirements.....2
Cost.....3
Time of day programs are offered.....4
Lack of spare time.....5

15. Have you ever watched or listened to a television or radio course?

Yes.....1
No.....2

16. If YES, which ones? _____

17. What courses would you like to be presented on radio or television? _____

_____

18. Are you familiar with the "Night Life" brochure?

Yes.....1
No.....2

19. If YES, has it been useful to you in any way?

Yes.....1
No.....2

February, 1975

BUSINESSMEN'S TELEPHONE INTERVIEW

Interviewer _____

ANSWER SHEET

Question	Interviewee	Other Adult in Household
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		

INDUSTRIAL EMPLOYEES INTEREST QUESTIONNAIRE

(please circle)

1. Since leaving full-time school, have you ever taken any educational courses, especially set up for adults, or have you enrolled in any kind of on-the-job training program?

   Yes.....1
   No.....2

   If YES, what courses or programs? Please list the most recent.

   1. _____
   2. _____
   3. _____

2. What kind of programs would you like the educational institutions to offer for your benefit? List them. _____

   _____

   _____

3. Are you currently enrolled in an on-the-job training program?

   Yes.....1
   No.....2

4. If you are interested in studying a particular subject, or participating in an employer sponsored training program, which of the following categories might best describe your reason?

   General information.....1
   Improve or advance in job.....2
   Get a new job.....3
   Community activity.....4
   Personal or family interests.....5
   Social or recreational interests.....6

5. If you are taking courses for job advancement, what best describes your reason?

   Union recommends.....1
   Not taking courses for job advancement.....2
   Employer requires it.....3
   Improve job performance.....4
   Increase chances for promotion.....5
   Retrain for another position.....6
   Personal satisfaction.....7
   Other _____.....8

INDUSTRIAL EMPLOYEES INTEREST QUESTIONNAIRE (continued)

6. If you are not interested in taking courses or participating in a training program, which of the following categories best describes your reasons?

Simply not interested.....1
Courses you are interested in are not usually available.....2
You are not aware of the availability of courses or programs.....3
You lack the financial resources to participate.....4
You lack the spare time to study.....5
There is no chance for job advancement.....6
Other _____.....7

7. Of the many ways people can take a course of study, which best describes how you would like to study? Please denote three of the following.

Lectures or classes.....1
Conferences, institutes or workshops.....2
Lessons from a private teacher.....3
On-the-job training.....4
Correspondence courses.....5
TV or radio courses.....6
Study on your own, no formal instruction.....7

8. If you have taken courses during the past two years, have you been satisfied?

Yes.....1
No.....2

If not, why? _____

_____

Please name the course and the institution. _____

_____

9. How often would you be able to attend classes, training sessions or study on your own?

One evening a week.....1
Two or more evenings a week.....2
One morning or afternoon a week.....3
Two or more mornings or afternoons a week....4
One full day a week.....5
Two or more full days a week.....6
One weekend day a week.....7
A full weekend.....8
Other _____.....9

INDUSTRIAL EMPLOYEES INTEREST QUESTIONNAIRE (concluded)

10. What is your age group?

18 to 21 years.....1
22 to 28.....2
29 to 35.....3
36 to 50.....4
51 to 65.....5
Over 65.....6

11. Your sex?

Female.....1
Male.....2

12. What is the highest educational level you have attained?

Less than 8 years.....1
Less than 12 years.....2
12 years.....3
1 to 2 years of college or trade school.....4
2 to 3 years of college or trade school.....5
4 years of college.....6
Graduate or professional.....7

13. What is your annual income level?

Less than $4,000.....1
$4,000 to $7,999.....2
$8,000 to $12,999.....3
$13,000 to $16,000.....4
Over $16,000.....5

14. Have you received the journal "Night Life", the widely distributed brochure listing post-secondary continuing education opportunities in the St. Lawrence Valley?

Yes.....1
No.....2

15. Was it useful to you?

Yes.....1
No.....2

A SURVEY OF CONTINUING EDUCATION STUDENTS

(Please circle the appropriate classifications and write in the required information.)

Date _____ Course Number _____

Institution _____ Course Title _____

_____

You are: a. Full-time student at _____

b. Part-time student at _____

c. Taking this course for:

1 or 2 credits.....1
3 credits.....2
4 or more credits.....3
no credits.....4

1. What is your age as of today?

Under 18.....1
18 to 21.....2
22 to 28.....3
29 to 35.....4
36 to 50.....5
51 to 65.....6
Over 65.....7

2. What is your sex?

Female.....1
Male.....2

3. Are you a resident of

Franklin County.....1
Jefferson County.....2
Lewis County.....3
St. Lawrence County.....4
Other _____.....5

4. What is your marital status?

Married; spouse present.....1
Married; spouse absent.....2
Single.....3

CONTINUING EDUCATION STUDENTS SURVEY (continued)

5. Do you have any children living at home and/or are dependent upon you?

No.....1
One.....2
Two.....3
More than two.....4

6. How would you describe yourself? (These classifications are taken from the definition of the Office of Civil Rights.)

Native American.....1
Asian American.....2
Black.....3
Spanish-surname American.....4
White.....5
Other _____.....6

7. What educational level have you attained?

Less than 8 years.....1
Less than 12 years.....2
12 years.....3
1 year of college.....4
2 years of college.....5
3 years of college.....6
4 years of college.....7
Graduate or professional.....8

8. What is the highest degree or diploma you have attained?

No diploma or degree.....1
High school diploma.....2
Certificate at post-secondary level.....3
Vocational diploma.....4
Professional certificate.....5
A.A. degree.....6
B.S. or B.A. degree.....7
Graduate degrees or equivalent.....8

9. What is your employment status?

Self-employed.....1
Employed.....2
Unemployed.....3
Looking for work.....4
Homemaker.....5

CONTINUING EDUCATION STUDENTS SURVEY (continued)

10. How would you best describe the kind of work you do (did)?

Professional/technical.....1
Professional/non-technical.....2
Managerial/administrative.....3
Clerical.....4
Sales.....5
Trades.....6
Education.....7
Health Services.....8
Fireman, Guard, Policeman.....9
Other _____.....10

11. What kind of business or industry do (did) you work in?

Agriculture.....1
Manufacturing.....2
Construction.....3
Transportation and public utilities.....4
Wholesale, retail trade.....5
Finance, insurance and real estate.....6
Business and personal services.....7
Professional services (Lawyer, Doctor, Teachers, etc.).....8
Federal, State or Local government.....9

12. What was your income in 1973?

None.....1
Under $5,000.....2
$5-7,000.....3
$7-8,000.....4
$8-10,000.....5
$10-15,000.....6
$15-25,000.....7
Over $25,000.....8

13. What was your total family income in 1973? Please mark (1) if living at home with parents. (This does not include the case where senior citizens are living with their children.)

At home with parents.....1
Under $5,000.....2
$5-7,000.....3
$7-8,000.....4
$8-10,000.....5
$10-15,000.....6
$15-25,000.....7
Over $25,000.....8

CONTINUING EDUCATION STUDENTS SURVEY (continued)

14. Did you ever or do you now serve in the Armed Forces?

Never served.....1
Veteran Armed Forces.....2
Now serving in Armed Forces.....3

15. How many courses are you taking currently in continuing education?

This course only.....1
2 courses.....2
3 courses.....3
4 courses.....4

16. How far in miles is your present residency away from this class?

0-5 miles.....1
5-10 miles.....2
10-15 miles.....3
15-20 miles.....4
20-30 miles.....5
More than 30 miles.....6

17. Where did you first hear about the course or program you are taking?

Through own search of schools in area.....1
From family or friends.....2
From job or employment counselor.....3
"Night Life".....4
College catalog or brochure.....5
Newspaper advertisement.....6
Radio.....7
Television.....8

18. Why are you taking this course in the continuing education division and not in the regular day program?

Applied to day and was not accepted.....1
Taking to transfer credit to day program.....2
Convenience of hours.....3
Course only offered in continuing education..4
Open enrollment in continuing education.....5

19. Which of the categories would you say best describes the reason you are participating in continuing education?

General information.....1
Improve or advance in job.....2
Get a new job.....3

CONTINUING EDUCATION STUDENTS SURVEY (continued)

Community activity.....4
Personal or family interests.....5
Social or recreational interests.....6

20. Are you taking courses to satisfy requirements for any one of the following?

Certificate or 1 year diploma.....1
Associate or 2 year degree.....2
Bachelor's or 3 year degree.....3
Graduate degree or equivalent.....4
Vocational diploma.....5
Professional certification.....6

21. If you are not now contemplating a degree or certificate, is your reason because that degree is not now being offered at an institution accessible to you?

Yes, because not offered.....1
No, not that reason.....2

22. If yes to above, what degree or certificate would you like to see offered? Indicate: _____

_____

23. Is your program of courses a continuation in the same subject area as your last full-time educational subject area?

Same subject area.....1
Different subject area.....2

24. If you discontinued your education as a full-time student in the past, what was your main reason for doing so?

Still full-time student.....1
Lack of adequate financial resources.....2
Poor academic record.....3
Serve in armed forces.....4
Marriage.....5
Dissatisfaction with school.....6
Other personal reasons.....7
Took a job.....8
Graduated.....9

25. Are you taking your program of courses for job advancement? If yes, what best describes your reason?

No, not for job advancement.....1
Yes, employer requires.....2

CONTINUING EDUCATION STUDENTS SURVEY (continued)

Yes, I feel it is necessary.....3
Yes, to take licensing exam.....4

26. If you feel this course will be of help to you in job advancement, are you upgrading your current skills or retraining a new area of skills?

Upgrading current skills.....1
Retraining in new area.....2

27. If you hope with the help of continuing education to get a new or different job, how would you describe that occupation?

Professional/technical.....1
Professional/non-technical.....2
Managerial/administrative.....3
Clerical.....4
Sales.....5
Trades.....6
Education.....7
Health Services.....8
Fireman, Guard, Policeman.....9
Other _____.....10

28. Are you being reimbursed either in part or in full for taking your present course work?

Yes, reimbursed.....1
No, not reimbursed.....2

29. If you are reimbursed in part or in full, by whom?

Government employer.....1
Private employer.....2
State agency.....3
Federal agency.....4
Financial aid or subsidy from institution....5
Veteran's subsidy.....6
Other _____.....7

30. Would you take more courses if they were less expensive?

Yes.....1
No.....2

31. When would you prefer more courses offered?

Morning.....1
Afternoon.....2
Evening.....3
Weekends.....4
Concentrated into a few weekends.....5

CONTINUING EDUCATION STUDENTS SURVEY (continued)

32. Do you plan to take more courses within the period of the next two years?

Yes.....1
No.....2

33. If you do not plan to take more courses, what is your reason?

Am moving from area.....1
Courses too costly.....2
No interest in other courses.....3
Have completed requirements for degree.....4
Personal reasons.....5
Do not like the courses.....6
Too far to drive.....7
Have used up veteran's or teacher's subsidy..8
Other _____.....9

34. What is the main reason why you are taking this course at this particular institution and nowhere else?

Only institution offering program in the area.....1
Cost lower at this school.....2
Closer to home or work.....3
Time offered more convenient.....4
Quality of instruction higher.....5
Parking adequate.....6

35. Do you think more courses should be offered through Continuing Education?

No, I think the programs are adequate.....1
Yes, I think the programs need to be increased.....2

36. More courses are needed in the following areas

Trade and Technical.....1
Business oriented.....2
Graduate level.....3
Social and Community Service.....4
Arts and Crafts and Cultural.....5
Home Making.....6
Health Care.....7

37. If you are married, would you be interested in bringing your family together to a center where a variety of children's and adult's programs would

CONTINUING EDUCATION STUDENTS SURVEY (concluded)

be offered separately but at the same time and in the same building?

No, programs adequate.....1
Yes, would use personally.....2
Yes, for use of others.....3

HEALTH SERVICES QUESTIONNAIRE

1. Name of institution _____

Address _____
(Street) (City or Village)

_____
(State and Zip) (County)

Please check:	Number of Beds
___ Acute Care Hospital	_____
___ Extended Care	_____
___ Nursing Home	_____
___ Health-Related Facility	_____
___ Other	_____

Personnel: Numbers (Note: N/A where not applicable)

	Full-Time	Part-Time	Turn-Over Rate
RN's			
LPN's			
Aides or Assistants			
Ward Clerks			
Maintenance			
Admitting			
Housekeeping			
Dietary			
Medical Records			
X-Ray			
Laboratory			
Social Services			
Physical Therapy			
Coronary Care			
I.C.U.			
Inhalation Therapy			

HEALTH SERVICES QUESTIONNAIRE (Continued)

	Full-Time	Part-Time	Turn-Over Rate
Recreational Directors	_____	_____	_____
Others	_____	_____	_____

IN-SERVICE EDUCATION PROGRAMS

1. Do you contemplate any new specialty services being incorporated into your institution in the next six months?

   YES_____ NO_____ Explain _____

   _____

   _____

2. Do you have an In-Service Director?

   Full-time_____ Part-time_____ None_____

   Explain _____

   _____

   _____

3. Are In-Service Programs offered on a regularly scheduled basis?

   YES_____ NO_____ Explain _____

   _____

   _____

4. Please describe the program(s) briefly. (Use the blank sheet attached to the questionnaire if necessary and if possible include a list of the courses that are offered.)

5. How many employees participated in In-Service Programs during the past year? _____

6. How many employees are currently participating in an In-Service program? _____

7. Are personnel compensated for time in In-Service?

   YES_____ NO_____ Explain _____

   _____

   _____

HEALTH SERVICES QUESTIONNAIRE (Continued)

8. Are programs scheduled for departments other than nursing?

   YES_____ NO_____ Explain _____

   _____

   _____

9. How many of your personnel are able to attend workshops in the area? _____

10. Does your institution provide some type of guidance and/or educational placement service for employees interested in furthering their education?

    YES_____ NO_____

    If yes to question 10:

    A. Please describe this service. (Use the attached blank sheet if necessary.)

11. How many employees presently attend adult education classes of some sort? _____

12. Please rank the following (1, 2, 3, etc.) in terms of what you feel to be the reasons why your employees might not enroll in adult education classes. (Rank 1 as the highest priority.)

    ___ a. They are simply not interested.

    ___ b. The courses they desire are not usually available.

    ___ c. They are not aware of the availability of courses.

    ___ d. They lack the financial resources to enroll in courses.

    ___ e. They lack the spare time needed to devote to course study.

    ___ f. No chance for advancement.

    ___ g. Other (specify) _____

HEALTH SERVICES QUESTIONNAIRE (continued)

13. Please rank the following (1, 2, 3, etc.) in terms of what you feel to be the reasons why your employees might enroll in adult education classes.

___ a. Improve job performance

___ b. Increase chances for promotion

___ c. Retrain for another job

___ d. Personal satisfaction

___ e. Other (specify)_____

14. Does your institution provide any financial assistance to help pay tuition and/or other course related costs for those employees enrolled in adult education courses?

YES_____ NO_____

A. If yes, under what conditions and to what extent is financial aid given? (Use attached blank sheet.)

15. Does your institution provide release time to personnel who are pursuing a degree or certificate?_____

16. What other incentives, if any, are offered to personnel who are participating in educational endeavors?

_____

17. Does your institution cooperate with any juniors or community college, college, or university in developing courses specifically designed for your employees?

YES_____ NO_____

If yes to question 17:

A. Would you please specify the institution(s) and course(s) developed?

	Institution	Courses
a.		
b.		
c.		
d.		

18. Please list any suggestions you have as to the curriculum content of an adult education program that would be of particular importance and benefit to your employees.

_____

_____

HEALTH SERVICES QUESTIONNAIRE (Continued)

19. Are you aware of materials and equipment available through Central New York Regional Medical Program?

YES_____ NO_____ Explain _____

_____

_____

20. Where do you get materials for In-Service Programs?

Explain_____

_____

_____

21. Evaluation

A. Do you receive feedback on a formal basis from:

1) Personnel _____

How? _____

2) Patients _____

How? _____

22. List in priority what you see as your greatest need in Educational Services (taking into consideration all personnel):

1. _____
2. _____
3. _____
4. _____
5. _____

23. List all hardware (that you would be willing to share with other institutions, remembering in return you will have the opportunity of sharing others): _____

_____

_____

_____

_____

24. List all software: _____

_____

_____

_____

HEALTH SERVICES QUESTIONNAIRE (concluded)

25. Name of Respondent _____

Position (title) _____

Telephone Number _____

HEALTH SERVICES EMPLOYEE QUESTIONNAIRE

Name of Institution _____

Address _____

Please check:	Number of Beds
___ Acute care hospital	_____
___ Extended care	_____
___ Nursing home	_____
___ Health related facility	_____
___ Other	_____

1. What is your position? _____

2. Within the past two years have you participated in any in-service course(s) or program(s) at your institution?

   Yes.....1
   No.....2

   If NO, go directly to question 5.

3. If YES, which course(s) or program(s)? Please describe.

   _____

   _____

4. How much time did you spend on each course or program?

   _____

   _____

5. Within the past two years have you participated in any adult education courses or programs in your community?

   Yes.....1
   No.....2

6. If YES, what courses or programs? Please list. _____

   _____

   _____

HEALTH SERVICES EMPLOYEE QUESTIONNAIRE (continued)

7. Have you thought of programs recently that might help you in your work if you could learn more about them?

   Yes.....1
   No.....2

8. If YES, what kinds of programs? Please specify.

   _____

   _____

9. Does your institution offer regular in-service programs that might cover the areas you mentioned?

   Yes.....1
   No.....2

10. If NO, do other institutions such as community colleges, colleges or universities offer such courses or programs?

    Yes.....1
    No.....2
    Don't know.....3

11. Are you interested in completing a diploma, degree or certificate?

    Yes.....1
    No.....2

12. If YES, which diploma, degree or certificate? Please specify. _____

    _____

13. Does your institution provide release time to personnel who are pursuing a diploma, degree or certificate?

    Yes.....1
    No.....2

14. If you have not enrolled in in-service programs or adult education courses, please rank the following (1, 2, 3, etc., using 1 as the highest priority) in terms of what you feel to be your reasons.

    I'm simply not interested.....
    The courses I desire are usually not available.....
    I'm not aware of the availability of courses.

HEALTH SERVICES EMPLOYEE QUESTIONNAIRE (continued)

I lack financial resources to enroll in courses.....
There is no chance for advancement in my job.
Other _____.....

15. Please rank the following (1, 2, 3, etc., using 1 as the highest priority) in terms of what you feel to be the reasons you have enrolled or might enroll in in-service or adult education programs.

Improve job performance.....
Increase chances for promotion.....
Retrain for another job.....
Personal satisfaction.....
Other _____.....

16. There are many ways in which people can learn. Please indicate all the ways in which you would be interested in studying a given area.

In-service lectures or classes.....1
Lectures or classes at a college or university.....2
Correspondence course.....3
Conferences, institutes or workshops.....4
TV or radio courses.....5
Discussion groups.....6
Study on my own, no formal instruction.....7
On-the-job training, internship.....8
Other _____.....9

17. How often would you want to attend classes or study by one of the methods listed above?

One evening a week.....1
One Saturday a week.....2
Two or more evenings a week.....3
One morning or afternoon a week.....4
Two or more mornings or afternoons a week....5
One full day a week.....6
Two weeks to a month at a time.....7
Two or more full days a week.....8
Other _____.....9

18. How long would you want to continue your training or study in an area?

Less than one month.....1
One to three months.....2
Four to six months.....3
Seven to nine months.....4

HEALTH SERVICES EMPLOYEE QUESTIONNAIRE (concluded)

Nine months to a year.....5
One to two years.....6
More than two years.....7

19. What educational level have you completed?

Less than 12 years.....1
High school diploma or equivalent.....2
Nurses Aid training.....3
L.P.N.....4
Registered Nurse (2 year program).....5
Registered Nurse (3 year program).....6
1 - 3 years of college.....7
B.A., B.S.....8
Graduate work, professional.....9
Other _____.....10

20. What is your age?

Under 18.....1
18 to 21.....2
22 to 28.....3
29 to 35.....4
36 to 50.....5
51 to 65.....6
Over 65.....7

21. What is your sex?

Female.....1
Male.....2

22. What is your marital status?

Married; spouse present.....1
Married; spouse absent.....2
Single.....3

A SURVEY OF CONTINUING EDUCATION NEEDS OF LIBRARIES (HEAD LIBRARIAN)

1. Name of Library _____

   Address of Library _____

   _____

2. County: (please circle)

   Clinton.....1
   Essex.....2
   Franklin.....3
   Jefferson.....4
   Lewis.....5
   Oswego.....6
   St. Lawrence.....7

3. Type of Library:

   Academic.....1
   Public.....2
   Special.....3

4. Personnel - how many? _____

5. In which of the following areas do you desire further education?

   1. Library Administration

      Systems analysis.....1
      Public relations.....2
      Personnel and training.....3
      Budgeting.....4
      Cooperation between libraries.....5
      Other _____.....6

   2. Technical Services

      Acquisitions.....1
      Cataloging and classification.....2
      Preservation of library materials.....3
      Serials and binding.....4
      Audio-visual materials.....5
      Bibliographic data bases.....6
      Computer processes.....7
      Other _____.....8

HEAD LIBRARIAN SURVEY (concluded)

3. Reader Services

Circulation.....1
Reference.....2
Interlibrary loan.....3
Children and young adults.....4
Information retrieval by computer.....5
Library user instruction.....6
Bibliography.....7
Audio-visual materials.....8
Other _____.....9

6. Does your library provide in-service training?

Yes.....1
No.....2

If so, what type and areas? _____

_____

_____

7. What types of continuing education do you think your staff would benefit from?

In-service lectures or classes.....1
Lectures or classes at a college or university.....2
Correspondence course.....3
Conferences, institutes or workshops.....4
TV or radio courses.....5
Discussion groups.....6
Study on my own, no formal instruction.....7
On-the-job training, internship.....8
Other _____.....9

8. Are you willing to host any seminars or workshops?

Yes.....1
No.....2

9. Are you and/or your staff willing to conduct a seminar or workshop?

Yes.....1
No.....2

If YES, please specify area, type, etc. _____

_____

SURVEY OF LIBRARY PERSONNEL

In answering questiors in this questionnaire, if any of the questions do not refer to you, please skip them.

1. Name of Library _____

   Address of Library _____

(Please circle)

2. County:

   Clinton.....1
   Essex.....2
   Franklin.....3
   Jefferson.....4
   Lewis.....5
   Oswego.....6
   St. Lawrence.....7

3. Type of Library:

   Academic.....1
   Public.....2
   Special.....3

4. What is your age as of today?

   Under 18.....1
   18 to 21.....2
   22 to 28.....3
   29 to 35.....4
   36 to 50.....5
   51 to 65.....6
   Over 65.....7

5. What is your sex?

   Female.....1
   Male.....2

SURVEY OF LIBRARY PERSONNEL (Continued)

6. Your highest academic qualifications are:

High School.....1
Attended College.....2
Associate Degree.....3
Bachelor's or Equivalent.....4
Bachelor's plus 30 hours.....5
Masters or Equivalent.....6
Doctorate or Equivalent.....7
Industrial or Technical Diploma.....8
Other _____.....9

7. Your highest library training is:

Certificate or Diploma Program.....1
Associate Degree - L.S. or Equiv.....2
B.S. in Library Science or Equiv.....3
M.L.S. or Equivalent.....4
Ph.D. in L.S. or Equivalent.....5
None.....6

8. Years in the field of libraries:

In the present library:

1 to 5 years.....1
5 to 10 years.....2
10 to 15 years.....3
Over 15 years.....4

9. In the library field:

1 to 5 years.....1
5 to 10 years.....2
10 to 15 years.....3
Over 15 years.....4

10. Which of the following types of continuing education in the library field have you attended in the last 5 years?

In-service lectures or classes.....1
Lectures or classes at coll. or univ..2
Correspondence course.....3
Conferences, institutes, workshops....4
TV or radio courses.....5
Discussion groups.....6
Study on my own, no form. instr.....7
On-the-job training, internship.....8
Other (specify) _____...9

SURVEY OF LIBRARY PERSONNEL (Continued)

11. There are many ways in which people can learn. Please indicate all the ways in which you would be interested in studying a given area.

In-service lectures or classes.....1
Lectures or classes at coll. or univ..2
Correspondence course.....3
Conferences, institutes, workshops....4
TV or radio courses.....5
Discussion groups.....6
Study on my own, no form. instr.....7
On-the-job training, internship.....8
Other (specify) _____...9

12. Please rank the following (1, 2, 3, etc., using 1 as the highest priority) in terms of what you feel to be the reasons you have enrolled or might enroll in these programs.

Improve job performance.....
Increase chances for promotion.....
Retrain for another job.....
Personal satisfaction.....
Other (specify) _____...

13. Outside the field of librarianship, what types of courses have you attended in the past 5 years?

In-service lectures or classes.....1
Lectures or classes at coll. or univ..2
Correspondence course.....3
Conferences, institutes, workshops....4
TV or radio courses.....5
Discussion groups.....6
Study on my own, no form. instr.....7
On-the-job training, internship.....8
Other (specify) _____...9

14. Please rank the following (1, 2, 3, etc., using 1 as the highest priority) in terms of what you feel to be the reasons you have enrolled or might enroll in this program.

Improve job performance.....
Increase chances for promotion.....
Retrain for another job.....
Personal satisfaction.....
Other (specify) _____...

SURVEY OF LIBRARY PERSONNEL (Continued)

15. For what reasons were you taking these courses?

Improve job performance.....1
Increase chances for promotion.....2
Retrain for another job.....3
Personal satisfaction.....4
Other (specify)_____...5

16. What are the most convenient towns to which you would be willing to travel to attend courses?

Albany.....1
Canton.....2
Potsdam.....3
Ogdensburg.....4
Massena.....5
Malone.....6
Watertown.....7
Plattsburgh.....8
Oswego.....9
Lowville.....10
Saranac Lake.....11
Syracuse.....12
Other _____....13

17. Have you conducted or would you be willing to conduct any training or programs in the library field?

Yes.....1
No.....2
No Response.....3

If YES, please specify_____

18. What is your primary area of responsibility?

Administration.....1
Reader Services.....2
Technical Services.....3
Other _____.....4

SURVEY OF LIBRARY PERSONNEL (Concluded)

19. In which of the following areas do you desire further education?

1. Library Administration

Systems Analysis.....1
Public Relations.....2
Personnel and training.....3
Budgeting.....4
Cooperation between libraries.....5
Other _____...6

2. Technical Services

Acquisitions.....1
Cataloging and classification.....2
Preservation of library materials..3
Serials and binding.....4
Audio-visual materials.....5
Bibliographic data bases.....6
Computer processes.....7
Other _____...8

3. Reader Services

Circulation.....1
Reference.....2
Interlibrary loan.....3
Children and young adults.....4
Information retieval by computer...5
Library user instruction.....6
Bibliography.....7
Audio-visual materials.....8
Other _____...9

SURVEY OF THE EDUCATIONAL NEEDS AT FORT DRUM

1. Name: _____

   Permanent Address: _____

   _____

   Serial Number: _____

2. What is your age as of today? (please circle)

   Under 18..... 1
   18 to 21..... 2
   22 to 28..... 3
   29 to 35..... 4
   36 to 50..... 5
   51 to 65..... 6
   Over 65..... 7

3. What is your sex?

   Female..... 1
   Male..... 2

4. What is your marital status?

   Married, spouse present..... 1
   Married, spouse absent..... 2
   Single..... 3

5. Do you have any children living at home and/or are dependent on you?

   Yes..... 1
   No..... 2

6. Your highest academic qualifications are:

   Basic education..... 1
   High school or equivalency..... 2
   Industrial or Technical diploma..... 3
   Attended college..... 4
   Bachelors or equivalent..... 5
   Beyond Bachelors..... 6
   Other _____..... 7

7. Since you joined the armed forces have you taken courses other than offered by the armed forces by attending classes at colleges?

   Yes..... 1
   No..... 2

SURVEY OF THE EDUCATIONAL NEEDS AT FORT DRUM (continued)

8. If yes, did you take the courses for credits?

Yes..... 1
No..... 2

9. If yes, how many credits have you taken so far?

_____

10. If you had the opportunity to further your education, would you be interested in taking courses toward a diploma, degree or certificate?

Yes..... 1
No..... 2

11. If yes, which diploma, degree or certificate?

_____

12. Please rank the following in terms of what you feel to be the reasons you would like to take courses:

General Information..... 1
Increase chances for promotion..... 2
Increase your knowledge of military affairs..... 3
Community activity..... 4
Personal or family interests..... 5
Prepare for civilian life..... 6

13. There are many ways people can learn. Indicate all the ways which describe how you would most like to study.

Lecture or classes..... 1
Short conferences or workshops..... 2
TV or radio course..... 3
Lessons from a private teacher..... 4
Discussion groups..... 5
Study on my own..... 6
On-the-job training..... 7
Correspondence course..... 8
Other _____..... 9

14. How often would you be able to attend classes or study by one of the other methods described above?

One or two evenings a week..... 1
More than two evenings a week..... 2
Saturday and/or Sunday each week..... 3
One morning or afternoon a week..... 4
One full day a week..... 5
Two weeks to a month at a time..... 6
Other _____..... 7

SURVEY OF THE EDUCATIONAL NEEDS AT FORT DRUM (continued)

15. If courses were made available to you, what are the areas you would be interested in? Please circle all the subject and skill areas of interest.

	Introductory	Intermediate	Advanced	Graduate
Agriculture				
General	1	1	1	1
Agricultural Business	2	2	2	2
Food Service and Technology	3	3	3	3
Forestry	4	4	4	4
Natural Resources	5	5	5	5
Business, Management, and Sales				
Business and Commerce, General	1	1	1	1
Accounting and Bookkeeping	2	2	2	2
Advertising and Sales Promotion	3	3	3	3
Banking and Financing	4	4	4	4
Business Administration and Management	5	5	5	5
Hotel and Restaurant Management	6	6	6	6
Personnel Management	7	7	7	7
Real Estate	8	8	8	8
Retailing and Retailing Occupations	9	9	9	9
Secretarial Studies	10	10	10	10
Transportation and Public Utilities	11	11	11	11
Communications				
Journalism	1	1	1	1
Radio/TV	2	2	2	2
Advertising	3	3	3	3
Communication Media	4	4	4	4
Computer, Information Sciences and Technologies				
Computer Science, General	1	1	1	1
Data Processing	2	2	2	2
Information Sciences and Systems	3	3	3	3
Key Punch Operator and Other Input Preparation Technologies	4	4	4	4
Systems Analysis	5	5	5	5
Computer Operator and Peripheral Equipment Operation Technologies	6	6	6	6

SURVEY OF THE EDUCATIONAL NEEDS AT FORT DRUM (continued)

	Introductory	Intermediate	Advanced	Graduate
Education				
Education, General	1	1	1	1
Adult and Continuing Education	2	2	2	2
Educational Administration	3	3	3	3
Educational Psychology	4	4	4	4
Educational Statistics and Research	5	5	5	5
Elementary Education	6	6	6	6
Higher Education	7	7	7	7
Secondary Education	8	8	8	8
Special Education	9	9	9	9
Reading	10	10	10	10
Student Personnel	11	11	11	11
Engineering and Engineering Technologies				
Engineering, General	1	1	1	1
Chemical Engineering	2	2	2	2
Civil and Environmental Engineering	3	3	3	3
Electrical and Computer Engineering	4	4	4	4
Mechanical and Industrial Engineering	5	5	5	5
Metallurgical Engineering	6	6	6	6
Petroleum Engineering	7	7	7	7
Textile Engineering	8	8	8	8
English				
English, General	1	1	1	1
Composition	2	2	2	2
Literature	3	3	3	3
Speech	4	4	4	4
Fine Arts				
Fine Arts, General	1	1	1	1
Art History	2	2	2	2
Art Studies, General	3	3	3	3
Drama	4	4	4	4
Music Theory	5	5	5	5
Music Education	6	6	6	6
Photography	7	7	7	7

SURVEY OF THE EDUCATIONAL NEEDS AT FORT DRUM (continued)

	Introductory	Intermediate	Advanced	Graduate
Foreign Languages and Literature				
Classical Languages	1	1	1	1
Modern Languages				
African Languages	2	2	2	2
Arabic	3	3	3	3
Chinese	4	4	4	4
French	5	5	5	5
German	6	6	6	6
Russian	7	7	7	7
Spanish	8	8	8	8
Study of Literature	9	9	9	9
Health Professions, Services and Technologies				
Clinical Social Work	1	1	1	1
Dentistry and Related Technologies	2	2	2	2
Hospital and Health Care Administrators	3	3	3	3
Medicine (M.D.) and Medical Specialties	4	4	4	4
Medical Technologies	5	5	5	5
Nursing and Related Technologies	6	6	6	6
Pharmacy	7	7	7	7
Radiologic Technology	8	8	8	8
Rehabilitation	9	9	9	9
Home Economics, Human and Family Development				
Home Economics, General	1	1	1	1
Child Development	2	2	2	2
Consumer Education	3	3	3	3
Family Relations	4	4	4	4
HomerDecoration	5	5	5	5
Law				
Law, General	1	1	1	1
Consumer Law	2	2	2	2
Criminal Justice	3	3	3	3
International Law	4	4	4	4
Library and Information Science				
Library and Information Science, General	1	1	1	1
Other _____	2	2	2	2

SURVEY OF THE EDUCATIONAL NEEDS AT FORT DRUM (continued)

	Introductory	Intermediate	Advanced	Graduate
Mathematics				
Algebra	1	1	1	1
Calculus	2	2	2	2
Geometry	3	3	3	3
Statistics	4	4	4	4
Trigonometry	5	5	5	5
Other _____	6	6	6	6
Natural Sciences				
General Science	1	1	1	1
Biological Sciences				
Biochemistry	2	2	2	2
Biology	3	3	3	3
Biophysics	4	4	4	4
Botany	5	5	5	5
Cell Biology	6	6	6	6
Ecology	7	7	7	7
Genetics	8	8	8	8
Microbiology	9	9	9	9
Zoology	10	10	10	10
Physical Sciences				
Chemistry	11	11	11	11
Inorganic Chemistry	12	12	12	12
Organic Chemistry	13	13	13	13
Astronomy	14	14	14	14
Geology	15	15	15	15
Oceanography	16	16	16	16
Physics, General	17	17	17	17
Physical Education				
General	1	1	1	1
Outdoor Recreational Activities	2	2	2	2
Team Sports	3	3	3	3
Public Services Curricula				
Law Enforcement and Corrections	1	1	1	1
Public Administration/Civil Service	2	2	2	2
Social Work and Helping Services (Other than Clinical Social Work)	3	3	3	3
Parks and Recreation Management	4	4	4	4
International Public Service (Other than Diplomatic Service)	5	5	5	5

SURVEY OF THE EDUCATIONAL NEEDS AT FORT DRUM (continued)

	Introductory	Intermediate	Advanced	Graduate
Religion				
Bible Study	1	1	1	1
Religious Education	2	2	2	2
Theological Professions	3	3	3	3
Social Sciences/Social Studies				
Social Sciences, General	1	1	1	1
Anthropology	2	2	2	2
Economics	3	3	3	3
Geography	4	4	4	4
History	5	5	5	5
Philosophy	6	6	6	6
Political Science and Government	7	7	7	7
Psychology	8	8	8	8
Sociology	9	9	9	9
Building Trades				
Plumbing	1	1	1	1
Electrician	2	2	2	2
Masonry	3	3	3	3
Cabinetmaker	4	4	4	4
Drafting	5	5	5	5
Blueprint Reading	6	6	6	6
Other _____	7	7	7	7
Industrial Trades				
Welding	1	1	1	1
Tool and Die Making	2	2	2	2
Millwright	3	3	3	3
Machining	4	4	4	4
Other _____	5	5	5	5
Technical Skills				
Auto Mechanics	1	1	1	1
TV Repair	2	2	2	2
Drafting	3	3	3	3
Other _____	4	4	4	4

SURVEY OF THE EDUCATIONAL NEEDS AT FORT DRUM (concluded)

	Introductory	Intermediate	Advanced	Graduate
Cosmetology				
Beauty Culture	1	1	1	1
Hair Styling	2	2	2	2
Hair Cutting	3	3	3	3
Other _____	4	4	4	4
Driving				
Car	1	1	1	1
Truckdriver	2	2	2	2
Bulldozer	3	3	3	3
Heavy Machinery	4	4	4	4
Other _____	5	5	5	5

16. Of the areas listed in question 15, which would you most like to study or learn? Give your first four choices please.

1. _____
2. _____
3. _____
4. _____

GRADUATE EDUCATION NEEDS

SURVEY OF EDUCATORS

FOR PUBLIC AND PAROCHIAL SCHOOLS

(please circle)

1. Are you currently employed as a

   Teacher.....1
   Administrator.....2
   Counselor.....3
   Other _____.....4

2. What is the name of the school?

   _____

3. The institution you work in is a

   High School.....1
   Junior High.....2
   Middle.....3
   Elementary.....4
   BOCES Tech.....5
   Head Start.....6
   Other _____.....7

4. Your highest academic qualifications are?

   Bachelor's or equivalent.....1
   Bachelor's plus 30 hours.....2
   Masters or equivalent.....3
   Doctorate or equivalent.....4
   Industrial or technical
   diploma.....5
   Other _____.....6

5. What is your area of specialization?

   _____

6. Do you have a Provisional Teaching Certificate.1
   or Permanent Teaching Certificate?..2

GRADUATE EDUCATION NEEDS
SURVEY OF EDUCATORS
(Continued)

7. Do you intend to take more graduate courses toward any other certification as 'principals certificate,' 'counselors certification' and others of the kind, or a graduate degree?

Yes.....1
No.....2

If YES, please state what certification or degree.

_____

8. If YES to the previous question, how many graduate credits do you still need to qualify for the certification?

0 to 5.....1
6 to 10.....2
11 to 15.....3
16 to 20.....4
21 to 30.....5
31 and over.....6

9. How many graduate-level courses (in credit hours) have you taken so far toward your teaching certificate?

0 to 3.....1
4 to 6.....2
7 to 9.....3
10 to 20.....4
20 to 30.....5
31 and over.....6

10. Are you currently enrolled in a graduate course?

Yes.....1
No.....2

11. If YES, what college do you attend?

_____

GRADUATE EDUCATION NEEDS
SURVEY OF EDUCATORS
(Continued)

12. How many miles do you travel to attend classes?

0 - 5 miles.....1
5 - 10 miles.....2
10 - 15 miles.....3
15 - 20 miles.....4
20 - 50 miles.....5
More than 50 miles.....6
Not applicable.....7

13. Given the place of your residence, would you take more graduate level courses if they were made more accessible to you in terms of time and location?

Yes.....1
No.....2

14. If YES to the previous question, what locations would you prefer?

Watertown.....1
Lowville.....2
Gouverneur.....3
Ogdensburg.....4
Canton.....5
Potsdam.....6
Malone.....7
Massena.....8
Saranac Lake.....9
Other _____...10

15. If you have wanted to take more courses and have had difficulties and reasons not to, what have they been? Check the three most important.

Location.....1
Time.....2
Admission standards.....3
Lack of information.....4
Quality of courses.....5
Variety of courses.....6
Difficulties in the registration process.....7
Other _____...8

GRADUATE EDUCATION NEEDS
SURVEY OF EDUCATORS
(Continued)

16. Have you taken graduate-level courses during the last five years through evening classes or through continuing education?

Yes.....1
No.....2

17. If YES, how many credit hours?

0 - 5.....1
6 - 10.....2
11 - 15.....3
16 - 20.....4
21 - 30.....5
31 and over.....6

If YES, at what institution and at what location?

_____

18. Have you attended summer school during the last five years?

Yes.....1
No.....2

If YES, where? _____

At what institution? _____

19. Do you plan to attend summer school this summer of 1975?

Yes.....1
No.....2

If YES, where? _____

At what institution? _____

20. What is your age group?

21 - 28.....1
29 - 35.....2
36 - 50.....3
51 - 65.....4
Over 65.....5

GRADUATE EDUCATION NEEDS
SURVEY OF EDUCATORS
(Concluded)

21. In what county do you reside?

St. Lawrence.....1
Franklin.....2
Lewis.....3
Jefferson.....4
Other _____.....5

22. Name the town or village in which you reside.

_____

23. What would you like to see offered in terms of graduate education, continuing education and refresher courses in Black River - St. Lawrence region? Kindly examine the following list of programs and indicate the programs in which you would like more courses offered.

TYPE OF COURSES

SUBJECT AREAS	TV OR RADIO COURSE	SHORT COURSES	WORK-SHOPS	SUMMER SESSION	DAY LONG CONFER-ENCES	EVENING CLASS	CORRES-POND-ENCE COURSE	SAT. CLASSES	SUNDAY CLASSES
Education, Gen.									
English									
Adult Basic Ed.									
Adult & Contin-uing Education									
Biological Sciences									
Curriculum and Instruction									
Economics									
Educational Adm.									
Educational Psychology									
Educational Statistics and Research									
Educational Supervision									
Educational Testing Evalua-tion and Measurement									
Elementary Ed., General									
Engineering									
Fine Arts									
Higher Ed., Gen.									
History									
Junior & Comm. College Ed.									
Junior H.S. Ed.									
Law									
Library Sciences									

(Concluded)

TYPE OF COURSES
(Concluded)

SUBJECT AREAS	TV OR RADIO COURSE	SHORT COURSES	WORK-SHOPS	SUMMER SESSION	DAY LONG CONFER-ENCES	EVENING CLASS	CORRES-POND-ENCE COURSE	SAT. CLASSES	SUNDAY CLASSES
Mathematics									
Modern Langs.									
Physical Sciences									
Political Science									
Public Comms.									
Pre-Elem. Ed.									
Remedial Ed.									
Secondary Ed., General									
Soc. Foundations (History and Philosophy of Ed.)									
Sociology									
Special Ed.									
Student Personnel (Counseling and Guidance)									

SURVEY OF ADULTS
AT THE
ST. REGIS MOHAWK INDIAN RESERVATION

(please circle)

1. Within the past two years, have you taken any kind of course or program especially set up for adults?

   Yes.....1
   No.....2

   If NO, go directly to question 4.

2. If YES, what course or program did you take and where did you take it? _____

   _____

3. Which of the following categories best describes your reason for taking the course or program?

   General information.....1
   Improve or advance in job.....2
   Get a new job.....3
   Community activity.....4
   Leisure time interest.....5

4. Is there anything in particular that you'd like to know more about, or would like to learn how to do better? Please circle all the subject and skill areas of interest to you given in the list below.

   AGRICULTURE
   Farming for profit such as

   Dairy.....1
   Orchard.....2
   Poultry.....3
   Vegetables.....4
   Crops.....5
   Other _____.....6

   ARTS

   Painting.....1
   Drawing.....2
   Etching.....3
   Other _____.....4

   BASIC EDUCATION

   Reading.....1
   Basic Mathematics.....2

ST. REGIS MOHAWK INDIAN SURVEY (continued)

Writing.....3
Other _____.....4

BUSINESS SKILLS

Typing.....1
Accounting.....2
Bookkeeping.....3
Secretarial.....4
Office Organization.....5
Other _____.....6

BUILDING TRADES

Plumbing.....1
Electrician.....2
Masonry.....3
Cabinetmaker.....4
Drafting.....5
Blueprint Reading.....6
Other _____.....7

CHILD DEVELOPMENT

Child Care.....1
Parent Effectiveness.....2
Other _____.....3

CONSUMER EDUCATION

Buying.....1
Credit.....2
Other _____.....3

COSMETOLOGY

Beauty Culture.....1
Hair Styling.....2
Hair Cutting.....3
Other _____.....4

CRAFTS

Weaving.....1
Pottery.....2
Woodworking.....3
Beading.....4
Basket Making.....5
Other _____.....6

DRIVING

Car.....1
Truckdriver.....2
Bulldozer.....3

ST. REGIS MOHAWK INDIAN SURVEY (continued)

Heavy Machinery.....4
Other _____.....5

EDUCATION

Teacher Training.....1
Kindergarten.....2
Elementary.....3
Secondary.....4
College.....5
Other _____.....6

ENGINEERING

Civil.....1
Electrical.....2
Mechanical.....3
Other _____.....4

ENGLISH

English Language Training.....1
Other _____.....2

ENVIRONMENTAL STUDIES

Ecology.....1
Conservation.....2
Other _____.....3

FINE AND VISUAL ARTS

Sculpture.....1
Photography.....2
Filmmaking.....3
Other _____.....4

FAMILY RELATIONSHIPS

Family Problems.....1
Family Planning.....2
Parent Effectiveness.....3
Other _____.....4

FOOD

Food Preparation.....1
Institutional Cooking.....2
Chef Training.....3
Restaurant Management.....4
Other _____.....5

GARDENING

Flower Arranging.....1
Other _____.....2

ST. REGIS MOHAWK INDIAN SURVEY (continued)

BOOKS

Great Books.....1
Other _____.....2

HOME REPAIRS

Home Decorating.....1
Remodeling.....2
Other _____.....3

INDUSTRIAL TRADES

Welding.....1
Tool and Die Making.....2
Millwright.....3
Machining.....4
Other _____.....5

INVESTMENT

Money.....1
Finance.....2
Insurance.....3
Savings Plans.....4
Other _____.....5

LIBERAL ARTS

Humanities.....1
Natural Sciences.....2
Mathematics.....3
Social Sciences.....4
Other _____.....5

MANAGEMENT SKILLS

Business Administration.....1
Hotel Management.....2
Other _____.....3

MEDICAL TECHNOLOGY

X-ray Technician.....1
Dental Assistant.....2
Other _____.....3

NURSING

LPN.....1
Nurse's Aid.....2
Other _____.....3

ST. REGIS MOHAWK INDIAN SURVEY (continued)

PHYSICAL FITNESS

Self Defense.....1
Exercises.....2
Karate.....3
Other _____.....4

HOMEMAKING

Sewing.....1
Cooking.....2
Other _____.....3

READING

Speed Reading.....1
How to Help My Children Read Better.....2
Other _____.....3

TECHNICAL SKILLS

Auto Mechanics.....1
TV Repair.....2
Drafting.....3
Other _____.....4

OTHERS, please specify _____

_____

_____

5. Of the areas listed in question 4, which would you most like to study or learn? Give your first four choices please.

1. _____
2. _____
3. _____
4. _____

6. Would you be interested in taking courses toward a diploma, degree or certificate?

Yes.....1
No.....2

7. If YES, please specify. _____

_____

_____

ST. REGIS MOHAWK INDIAN SURVEY (continued)

8. There are many ways people can learn. Indicate all the ways which describe how you would most like to study.

Lecture or classes.....1
Short conferences or workshops.....2
TV or radio course.....3
Lessons from a private teacher.....4
Discussion groups.....5
Study on my own.....6
On-the-job training.....7
Correspondence course.....8
Other _____.....9

9. How often would you be able to attend classes or study by one of the other methods described above?

One or two evenings a week.....1
More than two evenings a week.....2
Saturday and/or Sunday each week.....3
One morning or afternoon a week.....4
One full day a week.....5
Two weeks to a month at one time.....6
During winter months when there is less work.....7
Other _____.....8

10. If you have had difficulty in taking advantages of educational programs, which of the following describes your reasons?

Programs do not meet my need.....1
Lack of transportation.....2
Registration requirements.....3
Dislike learning.....4
Time of day programs are offered.....5
Lack of spare time.....6
Lack of child care.....7
Family responsibilities.....8
Other _____.....9

11. What is your age?

Under 18.....1
18 to 21.....2
22 to 28.....3
29 to 35.....4
36 to 50.....5
51 to 65.....6
Over 65.....7

ST. REGIS MOHAWK INDIAN SURVEY (continued)

12. What is your sex?

Female.....1
Male.....2

13. What is your marital status?

Married, spouse present.....1
Married, spouse absent.....2
Single.....3

14. Do you have any children living at home and/or who are dependent on you?

Yes.....1
No.....2

15. What educational level have you completed?

Right to read program.....1
Basic education.....2
High school or equivalency.....3
1 - 2 years of college.....4
3 - 4 years of college.....5
Graduate or professional.....6

16. What is your employment status?

Self-employed.....1
Employed.....2
Unemployed.....3
Looking for work.....4
Homemaker.....5

17. What kind of business or industry do (did) you work in?

Agriculture.....1
Manufacturing.....2
Construction.....3
Transportation and Public Utilities.....4
Wholesale, Retail Trade.....5
Finance, Insurance and Real Estate.....6
Business and Personal Services.....7
Professional Services (Law Enforcement, Social Work, Teaching, etc.).....8
Federal, State or Local Government.....9

18. Did you ever or do you now serve in the Armed Forces?

Never served.....1
Veteran Armed Forces.....2
Now serving in Armed Forces.....3

ST. REGIS MOHAWK INDIAN SURVEY (concluded)

19. If you are married, would you be interested in bringing your family together to a center where a variety of children's and adult's programs would be offered separately but at the same time and in the same building?

No, programs adequate.....1
Yes, would use personally.....2
Yes, for use of others.....3

20. Are you interested in a home loan to build a new home?

Yes.....1
No.....2

21. If YES, how much would you want to borrow?

_____

Questions 20 and 21 have been added for the benefit of the tribal administration.

SURVEY OF HEAD-START PARENTS

(please circle)

1. Within the past two years, have you taken any kind of educational training programs especially set up for adults?

Yes.....1
No.....2

If NO, go directly to question 4.

2. If YES, what course or program did you take and where did you take it?

_____

3. Which of the following categories best describes your reason for taking the course or program?

General Information.....1
Improve or Advance in Job.....2
Get a New Job.....3
Community Activity.....4
Leisure Time Interest.....5

4. Is there anything in particular that you'd like to know more about, or would like to learn how to do better? Please circle all the subject and skill areas of interest to you given in the list below.

AGRICULTURE
Farming for profit such as

Dairy.....1
Orchard.....2
Poultry.....3
Vegetables.....4
Crops.....5
Other _____.....6

ARTS

Painting.....1
Drawing.....2
Etching.....3
Other _____.....4

BASIC EDUCATION

Reading.....1
Basic Mathematics.....2
Writing.....3
Other _____.....4

SURVEY OF HEAD-START PARENTS (Continued)

BUSINESS SKILLS

Typing.....1
Accounting.....2
Bookkeeping.....3
Secretarial.....4
Office Organization.....5
Other _____.....6

BUILDING TRADES

Plumbing.....1
Electrician.....2
Masonry.....3
Cabinetmaker.....4
Drafting.....5
Blueprint Reading.....6
Other _____.....7

CHILD DEVELOPMENT

Child Care.....1
Parent Effectiveness.....2
Child Development.....3
Other _____.....4

CONSUMER EDUCATION

Buying.....1
Credit.....2
Other _____.....3

COSMETOLOGY

Beauty Culture.....1
Hair Styling.....2
Hair Cutting.....3
Other _____.....4

CRAFTS

Weaving.....1
Pottery.....2
Woodworking.....3
Beading.....4
Basket Making.....5
Other _____.....6

DRIVING

Car.....1
Truckdriver.....2
Bulldozer.....3
Heavy Machinery.....4
Other _____.....5

SURVEY OF HEAD-START PARENTS (Continued)

EDUCATION

Teacher Training.....1
Kindergarten.....2
Elementary.....3
Secondary.....4
College.....5
Other _____.....6

ENGINEERING

Civil.....1
Electrical.....2
Mechanical.....3
Other _____.....4

ENGLISH

English Language Training.....1
Other _____.....2

ENVIRONMENTAL STUDIES

Ecology.....1
Conservation.....2
Other _____.....3

FINE AND VISUAL ARTS

Sculpture.....1
Photography.....2
Filmmaking.....3
Other _____.....4

FAMILY RELATIONSHIPS

Family Problems.....1
Family Planning.....2
Parent Effectiveness.....3
Other _____.....4

FOOD

Food Preparation.....1
Institutional Cooking.....2
Chef Training.....3
Restaurant Management.....4
Other _____.....5

GARDENING

Flower Arranging.....1
Other _____.....2

BOOKS

Great Books.....1
Other _____.....2

SURVEY OF HEAD-START PARENTS (Continued)

HOME REPAIRS

Home Decorating.....1
Remodeling.....2
Other _____.....3

INDUSTRIAL TRADES

Welding.....1
Tool and Die Making.....2
Millwright.....3
Machining.....4
Other _____.....5

INVESTMENT

Money.....1
Finance.....2
Insurance.....3
Savings Plans.....4
Other _____.....5

MANAGEMENT SKILLS

Business Administration.....1
Hotel Management.....2
Other _____.....3

MEDICAL TECHNOLOGY

X-ray Technician.....1
Dental Assistant.....2
Other _____.....3

NURSING

LPN.....1
Nurse's Aid.....2
Other _____.....3

PHYSICAL FITNESS

Self Defense.....1
Exercises.....2
Karate.....3
Other _____.....4

HOMEMAKING

Sewing.....1
Cooking.....2
Other _____.....3

READING

Speed Reading.....1
Other _____.....2

SURVEY OF HEAD-START PARENTS (Continued)

TECHNICAL SKILLS

Auto Mechanics.....1
TV Repair.....2
Drafting.....3
Other _____.....4

OTHERS, please specify

_____

_____

5. Of the areas listed in question 4, which would you most like to study or learn? Give your first four choices please.

1. _____
2. _____
3. _____
4. _____

6. Would you be interested in taking courses toward a diploma, degree or certificate?

Yes.....1
No.....2

7. If YES, please specify. _____

8. There are many ways people can learn. Indicate all the ways which describe how you would most like to study.

Lecture or classes.....1
Short conferences or workshops.....2
TV or radio course.....3
Lessons from a private teacher.....4
Study on my own.....5
On-the-job training.....6
Correspondence course.....7
Other _____.....8

9. How often would you be able to attend classes or study by one of the other methods described above?

One or two evenings a week.....1
More than two evenings a week.....2
Saturday and/or Sunday each week.....3
One morning or afternoon a week.....4
One full day a week.....5
Two weeks to a month at one time.....6

SURVEY OF HEAD-START PARENTS (Continued)

During winter months when there is less work.....7
Other _____.....8

10. If you have had difficulty in taking advantage of educational programs, which of the following describes your reasons?

Programs do not meet my need.....1
Lack of transportation.....2
Registration requirements.....3
Dislike learning.....4
Time of day programs are offered.....5
Lack of spare time.....6
Lack of child care.....7
Family responsibilities.....8
Other _____.....9

11. What is your age?

Under 18.....1
18 to 21.....2
22 to 28.....3
29 to 35.....4
36 to 50.....5
51 to 65.....6
Over 65.....7

12. What is your sex?

Female.....1
Male.....2

13. What is your marital status?

Married, spouse present.....1
Married, spouse absent.....2
Single.....3

14. What grade level or educational level have you completed?

Right to read program.....1
Basic education.....2
High school or equivalency.....3
1 - 2 years of college.....4
3 - 4 years of college.....5
Graduate or professional.....6

SURVEY OF HEAD-START PARENTS (Concluded)

15. What is your employment status?

Self-employed.....1
Employed.....2
Unemployed.....3
Looking for work.....4
Homemaker.....5

16. What kind of business or industry do you work in (or did you last work in)?

Agriculture.....1
Manufacturing.....2
Construction.....3
Transportation and Public Utilities.....4
Wholesale, Retail Trade.....5
Finance, Insurance and Real Estate.....6
Business and Personal Services.....7
Professional Services.....8
Federal, State or Local Government.....9

17. Did you ever or do you now serve in the Armed Forces?

Never served.....1
Veteran Armed Forces.....2
Now serving in Armed Forces.....3

18. If you are married, would you be interested in bringing your family together to a center where a variety of children's and adult's programs would be offered separately but at the same time, and in the same building?

No, programs adequate.....1
Yes, would use personally.....2
Yes, for use of others.....3

AMATEUR ARTS PERSONNEL REGISTRATION FORM

Fall, 1974

1) Name of individual or group _____

Address _____

Age(s) _____ Phone _____

2) Description of work and/or purpose of activity _____

_____

_____

_____

3) Pertinent biographical data, including training and experience in your art form. _____

_____

_____

_____

_____

_____

4) Are you interested in teaching in a continuing education program? Yes ____ No ____

5) What are you qualified to teach? _____

_____

6) Have you worked with:

children?	yes _____	no _____
senior citizens?	_____	_____
adults?	_____	_____
teenagers?	_____	_____

Or do you wish to work with:

children?	yes _____	no _____
senior citizens?	_____	_____
adults?	_____	_____
teenagers?	_____	_____

7) What is your occupation? _____

_____

AMATEUR ARTS PERSONNEL REGISTRATION FORM (concluded)

8) What community groups have you worked with? _____

_____

_____

9) Are you willing to travel within the region to work in community arts programs? Yes ____ No ____

As a volunteer? Yes ____ No ____

For a fee? Yes ____ No ____

How much? _____

10) Do you wish to perform or exhibit your work in small towns? Yes ____ No ____

11) List programs or exhibitions which you have available for presentation in the North Country. Indicate if they can tour, approximate fees, dates available, and facilities needed.

Programs	Can Tour?	Cost	Dates	Facilities Needed

12) What sources of funding do you have beside fees (grants, etc.)? _____

_____

_____

13) Are you a member of the Arts and Humanities Council of the St. Lawrence Valley, Inc.? Yes ____ No ____

ARTS PROFESSIONALS REGISTRATION FORM

Fall, 1974

Groups

1) Name of Group _____
   Artistic Discipline _____

2) Manager's name _____
   Address _____
   Phone _____

3) List names and addresses of individuals in group.
   _____
   _____
   _____
   _____
   _____

4) How long has the group worked together? _____

5) Summarize specialized training and educational level of members. _____
   _____
   _____
   _____
   _____

6) Summaries your appearances in recent years. When? Where? What kind of program? _____
   _____
   _____
   _____

7) List two people who hired you or supervised your work on at least two of the above events.
   _____
   _____

8) Are you presently employed as arts professionals?
   Yes ____ No ____ Where? _____

ARTS PROFESSIONALS REGISTRATION FORM (continued)

9) Have you worked with:

	yes	no
children?	_____	_____
senior citizens?	_____	_____
adults?	_____	_____
teenagers?	_____	_____
in schools?	_____	_____
in small towns?	_____	_____

Or do you wish to work with:

	yes	no
children?	_____	_____
senior citizens?	_____	_____
adults?	_____	_____
teenagers?	_____	_____
in schools?	_____	_____
in small towns?	_____	_____

10) Have any of you teaching experience? Yes ____ No ____

Where? _____

_____

11) Do you wish to work part-time with children in multi-arts school programs? Yes ____ No ____

12) Do you wish to teach in a continuing education program? Yes ____ No ____ Possible subject areas _____

_____

_____

_____

13) Are you willing to travel within the region to work in community arts programs? Yes ____ No ____

As volunteers? Yes ____ No ____

For a fee? Yes ____ No ____

14) Do you wish to perform in small towns? Yes ____ No ____

15) List programs which you have available for presentation in the North Country. Indicate if they can tour, approximate fees, dates available, and facilities needed. Use chart on next page.

ARTS PROFESSIONALS REGISTRATION FORM (concluded)

Program	Can Tour?	Cost	Dates	Facilities Needed

16) What sources of funding do you have beside fees (grants, etc.)? _____

_____

_____

17) Are you members of the Arts and Humanities Council of the St. Lawrence Valley, Inc.? Yes ____ No ____

ARTS PROFESSIONALS REGISTRATION FORM

Fall, 1974

Individuals

1) Name _____

Address _____

Artistic Discipline _____

Age _____ Telephone _____

2)

School	Degree	Dates

3)

Arts training	Dates

4) Describe your experience as an arts professional. What? When? Where?

_____

_____

_____

_____

_____

5) List two people who hired you or supervised your work at two of the above events.

Name _____ Address _____

_____ _____

6) Have you worked with:

	yes	no
children?	_____	_____
senior citizens?	_____	_____
adults?	_____	_____
teenagers?	_____	_____
in schools?	_____	_____
in small towns?	_____	_____

ARTS PROFESSIONALS REGISTRATION FORM (continued)

Or do you wish to work with:

	yes	no
children?	_____	_____
senior citizens?	_____	_____
adults?	_____	_____
teenagers?	_____	_____
in schools?	_____	_____
in small towns?	_____	_____

7) Are you presently employed? Yes ____ No ____
As? _____
Where? _____
Salary range: Under $5,000 ____ Between $5-10,000 ____
Above $10,000 ____

8) Is your present employment in your artistic profession? Yes ____ No ____

9) If no, would you prefer to work in your artistic profession? Yes ____ No ____

10) Have you teaching experience? Yes ____ No ____
Where? _____
_____
_____

11) Do you wish to work part-time with children in multi-arts school programs? Yes ____ No ____

12) Do you wish to teach in a continuing education program? Yes ____ No ____ Possible subject areas _____
_____
_____

13) Are you willing to travel within the region to work in community arts programs? Yes ____ No ____
As a volunteer? Yes ____ No ____
For a fee? Yes ____ No ____

14) Do you wish to perform or exhibit your work in small towns? Yes ____ No ____

15) List programs or exhibitions which you have available for presentation in the North Country. Indicate if they can tour, approximate fees, dates available, and

ARTS PROFESSIONALS REGISTRATION FORM (concluded)

facilities needed. Use the bottom of this sheet if needed to complete the information.

Programs	Can Tour?	Cost	Dates	Facilities Needed

16) What sources of funding do you have beside fees (grants, etc.)? _____

_____

_____

17) Are you a member of the Arts and Humanities Council of the St. Lawrence Valley, Inc.? Yes ____ No ____

SURVEY OF AVAILABLE COMMUNITY PERSONNEL TO TEACH COURSES IN ADULT CONTINUING EDUCATION

Name _____
(Please print)

Address _____
ZIP #

Telephone _____
(area code)

County (please check one) __ Franklin __ Jefferson
__ Lewis __ St. Lawrence

Age group (please check one) __ 18-25 __ 26-35 __ 36-45
__ 46-55 __ Other

Present occupation _____

Education: High school graduate ___
High school equivalency diploma ___
Did not complete high school ___
Two-year college degree ___
Four-year college degree ___ Major _____
Minor _____
Graduate degree ___
and specialization _____
Training and experience in trades (explain training and experience) _____
_____
_____
Training and experience in industrial and/or fine arts (explain training and experience)
_____
_____
_____

Are you interested in teaching adults? _____ Have you had any teaching experience before, and where? _____
_____

How many years? _____ What subjects? _____
_____ _____
_____ _____

ADULT CONTINUING EDUCATION SURVEY (concluded)

Have you taught adult courses before, and where? _____

_____

How many years? _____ What subjects? _____

_____ _____

_____ _____ _____

What are the areas in which you believe you are competent to teach, (please check appropriate ones)?

___ Academic undergraduate
___ Academic graduate
___ Academic high school equivalency
___ Fine arts
___ Industrial arts
___ Leisure activities
___ Health education
___ Human development
___ Others, please list

List the subjects you would like to teach in which you believe you have sufficient competency.

_____

_____

_____

_____

_____

ADDITIONAL INFORMATION HERE

SURVEY OF COUNSELOR NEEDS

NAME _____

AGENCY _____

1. Do you feel there are areas of concern that could be successfully dealt with in future workshops, seminars or conferences?

(please circle)

Yes..... 1
No..... 2

2. If YES, please list any topics you are interested in.

_____

_____

_____

3. Would you be interested in attending a second series of workshops?

Yes..... 1
No..... 2

4. If YES, how much time would you want to spend on each topic mentioned above?

One morning..... 1
One afternoon..... 2
One full day..... 3
1-1/2 to 2 days..... 4
Other _____..... 5

5. Can you suggest names of people who might be interested in attending a series of workshops similar to our first series? _____

_____

_____

6. Will you please take a few minutes and write your comments and/or criticisms concerning any one or all of the three in-service workshops that you attended? ____

_____

_____

_____

_____

_____

SURVEY OF "MATER DEI" STUDENTS

(please circle)

1. In what county are you a resident?

St. Lawrence.....1
Franklin.....2
Jefferson.....3
Lewis.....4
Other _____.....5

2. What is your age as of today?

Under 18.....1
18 to 21.....2
22 to 28.....3
29 to 35.....4
36 to 50.....5
51 to 65.....6

3. What is your sex?

Female.....1
Male.....2

4. What is your marital status?

Single.....1
Married.....2
Widowed.....3
Divorced.....4

5. Do you have any children living at home and/or are dependent upon you?

No.....1
One.....2
Two.....3
More than two.....4

6. How would you describe yourself?

White (Caucasian).....1
Native American (Indian).....2
Black.....3
Spanish-surname American.....4
Asian American.....5
Other _____.....6

7. Are you a:

Full-time student.....1
Part-time student.....2

SURVEY OF "MATER DEI" STUDENTS (continued)

8. What was your income in 1974?

None.....1
Under $5,000.....2
$5 - 7,000.....3
$7 - 8,000.....4
$8 - 10,000.....5
$10 - 15,000.....6
$15 - 25,000.....7
Over $25,000.....8

9. Your education is being financed by your family?

Completely.....1
Partially.....2
Not at all.....3

10. Are you receiving financial aid through Higher Education Opportunities Program (HEOP)?

Yes.....1
No.....2

If YES, continue on to question number 11.
If NO, go to question number 23.

11. The financial aid available to me has helped me to pursue my educational goals.

Very well.....1
Well.....2
Fairly well.....3
Barely.....4
Not at all.....5

12. How would you describe the courses you have taken in this college?

Excellent.....1
Good.....2
Fair.....3
Poor.....4
Very poor.....5

13. The choice of courses available at this college is:

Excellent.....1
Good.....2
Fair.....3
Poor.....4
Very poor.....5

SURVEY OF "MATER DEI" STUDENTS (continued)

14. The academic programs of study at this college meet my needs:

Very well.....1
Well.....2
Fairly well.....3
Barely.....4
Not at all.....5

15. The personal counseling services available to me at this college are:

Excellent.....1
Good.....2
Fair.....3
Poor.....4
Very poor.....5

16. The academic advising services available to me at this college are:

Excellent.....1
Good.....2
Fair.....3
Poor.....4
Very poor.....5

17. The treatment you have received as an HEOP student from college faculty has been:

Excellent.....1
Good.....2
Fair.....3
Poor.....4
Very poor.....5

18. The treatment you have received from college administrators as an HEOP student has been:

Excellent.....1
Good.....2
Fair.....3
Poor.....4
Very poor.....5

19. The HEOP program is a positive contribution to education.

Strongly agree.....1
Agree.....2
No opinion.....3
Disagree.....4
Strongly disagree.....5

SURVEY OF "MATER DEI" STUDENTS (continued)

20. What is your perception of the quality of students attending Mater Dei College under HEOP aid?

Excellent.....1
Good.....2
Fair.....3
Poor.....4
Very poor.....5

21. If financial aid from HEOP was not available, would you have come to this college?

Yes.....1
No.....2

22. If HEOP funds were not available, would you have been able to attend college at all?

Yes.....1
No.....2

23. How do you rate yourself among the students in your class?

Among the best.....1
Above average.....2
About average.....3
Below average.....4